

**Celebration of Lights Parade,  
Tree Lighting Ceremony and Holiday Fiestas**

**Food Vendors Information**



**General Information:**  
**General Information Meeting for Food Truck: Rules and Regulations Review Meeting**  
**Tuesday October 22, 2019 at 5:30 p.m.**  
**Pat O' Rourke Recreation Center 901 N Virginia St, El Paso, TX 79902**

**Celebration of Lights Parade & Tree Lighting Ceremony: Selling time is from 12:00 pm – 11:30 pm. All operations cease at 12am.**

Saturday November 23. San Jacinto Plaza and surrounding streets. Estimated attendance 80,000 people. **Food Truck Vendor Fee: \$500.00.**

Three (3) food vendor areas will be offered during this 2019 event: "Area A", 10 spaces at Main Street, "Area B", 8 spaces at Mesa Street and, "Area C" with 12 spaces at Mills street.

**Holiday Fiestas Food Village At San Jacinto Plaza: Selling time is from 5:00 pm – 10:00 pm. All operations cease at 10pm.**

San Jacinto Plaza. Food village will be located at Main Street, with 12 – 14 spaces only. 4 – 11 pm. Fridays to Sundays of each week (see dates below). Estimated average attendance daily: 6,000

**Holiday Fiestas dates and fee per truck: Sunday Nov. 24th. (1 day): \$300.00**

Weeks of: Nov 29<sup>th</sup>. - Dec. 1<sup>st</sup>. / Dec 6<sup>th</sup>. – 8<sup>th</sup>. / Dec 13<sup>th</sup>. – 15<sup>th</sup>. / Dec 20<sup>th</sup>. – 22<sup>nd</sup>. / Dec 27<sup>th</sup>. – 29<sup>th</sup>: **\$900.00 each week**

Week of Jan. 3<sup>rd</sup>. – Jan 5<sup>th</sup>. 2020: **\$300.00**

**Vendor's food categories:** In order to provide variety and high quality of food and service, we will select vendors offering ONLY one of the following seven (7) food categories (read some sample plates):

- ❖ **American:** Hamburger, Clam Chowder, Bagel and Lox, Deep-Dish Pizza, Drop Biscuits and Sausage Gravy, Texas Barbecue, Hominy Grits.
- ❖ **Asian:** Sushi Rolls, Egg Rolls, Fried Rice, Stir Fry, Thai Coconut Curry, Gyoza Dumplings, Ramen, Spring Rolls, Pho, etc.
- ❖ **Deli:** Cold salads, Rotisserie chicken, Meats covered with gravy, Fried chicken, Sliced hard cheese, Soft cheese, etc.
- ❖ **Mediterranean:** Kebab plates, Salads, Black Eyed Peas, Lentils with Rice and Pasta, Eggplant, Tortilla Española, Gyros, etc.
- ❖ **Mexican:** Carne Adobada, Meat or chicken on adobo, Guacamole, Quesadillas, Tostadas, Ceviche, Enchiladas, Tacos, etc.
- ❖ **Vegan:** Vegan Mac & Cheese, Sugar Snap Pea, Carrot Soba Noodles, Kale, Creamy Butternut Squash Linguine with Fried Sage, Sweet Potato & Black Bean Veggie Burgers, Spicy Thai Peanut Sauce over Roasted Sweet Potatoes and Rice, etc.
- ❖ **Pastries:** Biscuit, Bagels, Churros, Bread Roll, Bun, Brownies, Cake, Cookies, Pie, Tarts, etc.
- Vendor must deliver a specific listing of food that propose to offer in only one (1) category. Food Trucks cannot sell mixed categories.
- Menu provided must clearly delineate the prices for each plate or service.
- No more than two (2) food trucks vending the same food categories will be accepted at each food vendor area.

**Food Truck Selection:** To be considered as a candidate to be a Food Vendor for our events, you must:

- **Register and Pass the food truck inspection**
- **Food truck inspection date: Tuesday October 29, 2019-Food Truck Inspection and Review Nations Tobin Park 8831 Railroad Dr, El Paso, TX 79904 at 5:30 p.m.**  
Inspection will:
  - a. Review the overall Food truck conditions (paint, cleanliness, safety, overall presentation)
  - b. Review all the required documentation and other requirements (see list below)
  - c. Review your vehicle with the holiday theme decorations that will be used during the entire season.
- **Receive a passing grade by the Selection Committee.** This ad-hoc group will evaluate the food truck inspection report, including pictures taken of the vehicle and decorations, menu, proper display of menu and prices and overall quality of the food truck.
- **Registration date starts on November 4, 2019, BY APPOINTMENT ONLY, for selected Food Trucks Vendors.** Space priority selection will be given on the overall passing grade received from the Selection Committee, from higher to lower.
- Vendors selecting the Main Street area for the Celebration of Lights Parade and Tree Lighting Ceremony (\$500), must register also for the First day of Holiday Fiestas (\$300).



- For the remaining days of Holiday Fiestas, registration is for the entire weekend only (Fridays to Sundays of each week). NOT PER DAY!
- Non-Compliance of full requirements, including proper decorations, hygiene inside and outside of the food truck, among other violations, may forfeit the opportunity to return as a vendor for this and other events.
- Sunday nights, ALL food trucks must evacuate the area for street clean up on Mondays.

Friday mornings, the registered vendors (which already paid the week in advance), will set up, based on a given schedule.

#### **General Special requirements for Holiday Events:**

- Vendors personnel must wear “holiday themed”, or related costumes (i.e. Santa Clauss / Elf / Hats, etc.)
- Food trucks / Carts must be decorated with holiday lights, signs, posters, decorations and tablecloths.
- Overall look of vehicle/trailer- All Food Vendors participants are required to provide a clean and attractive appearance to their vending space, and will be highly encouraged – and supervised to comply with -, to decorate their space using the “Celebration of Lights - Make Holiday Magic Happen” theme. This should include attractive staff “holiday” dressing and / or costumes, signs, posters, decorations and tablecloths. See below for specific information.

**FOOD VENDOR maximum space is 30’x12’.** A 30’x12’ Space is leased for one (1) food truck only. If your food truck is shorter than 30 ft., the City of El Paso reserves the right to this remaining space for any other purposes, including allocating other food truck. Space is extremely tight and you will have neighbors on both sides of your exhibit area, so you cannot go outside your footprint.

**No food preparation or cooking outside your food truck. All operations must be completed within, or inside your food truck.** An 18 inches wide table can be posted outside your food truck for courtesy (paper towels, ketchup, salt, etc). Not for ice coolers, cash handling or other purposes.

**No tents, tables, cooking areas of any other equipment or materials are authorized outside of your contracted space.**

ALL IN ONE Food Carts properly licensed, are permitted (FRYERS OR GRILLS, STEAMERS, PREPARATION AND SERVING TABLES, REQUIRED STAINLESS STEEL SINKS, HAND WASHING STATION, WATER TANKS AND ANY OTHER REQUIRED EQUIPMENT MUST BE CONTAINED WITHIN THE FOOD CART).



**Food trucks / CARTS must supply their own Electricity, Supplies, Signage and Fire extinguisher(s).**

**FOOD TRUCK INSPECTION: Inspection will focus mainly on:**

1. Health Department Permit,
2. Vehicle liability Insurance,
3. Operator Driver's License,
4. Owners and Helpers Criminal Background Check, and Background check ID
5. Certificate of Liability Insurance Naming the City of El Paso as a beneficiary for the amount of at least, \$1,000,000,
6. Texas Sales and Use tax permit,
7. LOW NOISE Power generator with noise pollution minor to 65 decibels (volume of a regular conversation), measured at 10 ft. of distance,
8. General truck appearance and presentation,
9. Presentation of the Holiday decorations,
10. Food truck has to be clean from the inside and the outside. Truck cannot display torn food advertisement stickers
11. Availability and constant service of trash can, 64 gallons with lid
12. Food truck cashier, cooks and support staff presentation,
13. General quality of service,
14. Fire extinguisher,
15. Clear information to the public in reference to menu offered cost,

16. Availability of a reliable cash and credit card payment system for cashiering purposes.
17. On Major Special Events, food truck must pass this inspection may be evaluated by the Selection Committee.

Any violation will lead to the cancellation of the vendor from participating in further Parks events. Special attention will be given to:

**TRASH:** A wheeled trash with attached lid of at least 64 gallons with trash bag (similar to the one displayed) must be available in front of your food truck. Trash bags must be removed and deposited at the provided containers as needed. Food Vendors found putting trash into festival receptacles are in violation of their food vendor agreement. Failure to keep your space clean of water, drinks spills, trash, and other, and particularly, boxes and other packaging materials behind your food truck. Vendor must leave the area clean after the event. Failure to do so will result in suspension from future events.



**FIRE LANE & FIRE HYDRANTS:** There will be a 20' wide fire lane through the site. This fire lane must remain clear at all times during the festival - no exceptions!! You are not permitted to store items in the fire lane! Do not block fire hydrants.

**GENERATORS: All Food Trucks must provide their own generator. Food vendors must not hook into the Plaza power connectors.** Generators either must be below 65 decibels or covered to reduce noise levels produced by generators. All generators must pass and be approved by Special Events division staff members before event date. Staff must approve all changes of generators prior to event for further inspection.

**\*\*\*\*IMPORTANT NOTE:** Power generators are responsibility of the vendor and must comply with all safety regulations for proper operation. Power generator must be under the recommended noise levels, measured in decibels, considered safe for humans as recommended by the US Environmental Protection Agency Noise Levels Affecting Health and Welfare (EPA press release – April 2, 1974). The noise generated by the vendors power generators at the attending public seating area and the event's stage, must be UNDER 55 decibels measured at 10 feet from the noise source, or generator. It is your responsibility to review your power generator noise levels and either, replace it, or produce a noise-limiting barrier around it to reduce the noise to a safe and healthy level, as recommended by EPA. Decibels levels will be measured during the truck inspection and before or during the event and, if are found not in compliance, you will not be authorized to run these generators at the Parks event.

**GOVERNMENT AND CONTROL:** All participants must follow the guidance and instructions given by Parks and Recreation, Police, Fire, Health and any other official staff or authority. Due to previous experiences and feedback from festival participants and city officials, Parks and Recreation will enforce all rules. Violation will prevent the particular vendor from participating in further Parks events.

**SET-UP:** Food vendors will be given a specific set up time. You must be present at your set up time. If you arrive late, you may lose your original spot, and accommodated at an alternate site within the festival footprint, if available. Please do not arrive before your set up scheduled time, as parking space to wait for your trucks will not be provided.

All support vehicles, must evacuate the event area immediately after setting up. Support vehicles are not authorized to park on the event premises foot print.

You should be open and ready to serve at 12:00 p.m. normally, the fire marshal and Health inspector will inspect your space before 12pm. Vendors may not begin serving until cleared by officials.

Violations will prevent the particular vendor from participating in further Parks events.

**BREAK-DOWN:** Must be done only after the festival ends. – DO NOT BREAK DOWN BEFORE -

Food Trucks must have enough inventory to supply the event.

Before leaving, you must clean and pick up all trash at your vending area, including half of the street in front of your vending area, and contact a Parks staff to inspect your vending space area. Failure to do this represent a violation and will prevent the particular vendor from participating in further Parks events.

NOTE: Parking is not available at the site and limited parking is available in the area. Plan to arrive early if you will need a parking space. Be sure to note all traffic regulations and meters.

**THANK YOU FOR PARTICIPATING!**



# Celebration of Lights Parade, Tree Lighting Ceremony and Holiday Fiestas



## Food Vendors Application

I am interested on being a participating food truck/vendor at the Celebration of Lights Parade, Tree Lighting Ceremony and Holiday Fiestas Events 2019.

Food Truck Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Food Category: American ☐ Asian ☐ Deli ☐ Mediterranean ☐ Mexican ☐ Vegan ☐ Pastries ☐

Provide name of the plates and prices you will be offering to the public IN ONE (1) food category (Attach extra paper if needed):

Plate Name	Price	Plate Name	Price	Plate Name	Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I understand that, in order to register, I must comply and present proof of the following requirements and documentation, that my food truck must pass a visual inspection and that be approved by the Parks and Recreation Food Truck Selection Committee:

- |  |  |
|--|--|
| <input type="checkbox"/> Health Department Permit,   | <input type="checkbox"/> Fire extinguisher,  |
| <input type="checkbox"/> Vehicle liability Insurance,  | <b>Other qualitative factors to be evaluated:</b>  |
| <input type="checkbox"/> Operator Driver's License,  | <input type="checkbox"/> Clear information to the public in reference to menu offered cost,  |
| <input type="checkbox"/> Owners and Helpers Criminal Background Check, and Background check ID   | <input type="checkbox"/> Availability of a reliable cash and credit card payment system for cashiering purposes.                           |
| <input type="checkbox"/> Certificate of Liability Insurance Naming the City of El Paso as a beneficiary for the amount of at least, \$1,000,000,                 | <input type="checkbox"/> General truck appearance and presentation,  |
| <input type="checkbox"/> Texas Sales and Use tax permit,   | <input type="checkbox"/> Presentation of the Holiday decorations,  |
| <input type="checkbox"/> LOW NOISE Power generator with noise pollution minor to 65 decibels (volume of a regular conversation), measured at 10 ft. of distance, | <input type="checkbox"/> Food truck has to be clean from the inside and the outside. Truck cannot display torn food advertisement stickers |
| <input type="checkbox"/> Availability and constant service of trash can, 64 gallons with lid,  | <input type="checkbox"/> Food truck cashier, cooks and support staff presentation,   |
|  | <input type="checkbox"/> General quality of service,   |

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• **Food truck inspection date: Tuesday October 29, 2019-Food Truck Inspection and Review:**

**Nations Tobin Park 8831 Railroad Dr, El Paso, TX 79904 at 5:30 p.m.**

• **Registration date starts on November 4, 2019, BY APPOINTMENT ONLY, for selected Food Trucks Vendors**

I have read and understand the event information and agree to comply with the requirements. I agree to accept all responsibility for any personal injury, property damage, loss or other harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the City of El Paso and it's employees, against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the Food Truck/Vendor.

Signature \_\_\_\_\_ Date: \_\_\_\_\_